

East Missouri Action Agency, Inc.
Head Start
Social Services Monitoring Visit Report

Location _____

Date _____

Visit 1 _____

2 _____

	YES	NO	Comments
<p>1. Center Reports:</p> <p>A. <i>Files Pulled</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. Family Advocate:</p> <p>_____</p> <p>3. Child's Files:</p> <p>A. Are the files in order</p> <p>B. Files are in ABC order</p> <p>C. List of file order posted</p> <p>D. Health and Nutrition page filled out and updated</p> <p>E. Is the Change of Status in the file current</p> <p>F. Read Family Contact/Transaction/Goal Planner form to see if referrals are being given and followed up on</p> <p>G. Make sure referrals are followed up on a timely basis</p> <p>H. Check to see if PIR Tracking is updated</p> <p>I. Parent/Family/Community Engagement Self-Assessment is updated at least every other month.</p> <p>J. Has the follow-up on child with absenteeism of three consecutive days been done and documented on Contact sheet</p> <p>4. Center Files</p> <p>A. Are the reports updated</p> <p>B. Are attendance records accurate</p> <p>5. Record Keeping</p> <p>A. Resource directory readily available</p> <p>B. Are schedules for home visits posted</p> <p>C. Are staff Sign In/Sign Out posted</p> <p>D. Maintains attendance to keep full enrollment</p>			

6. Volunteer/Parent Information

- A. Is the parent area organized & inviting
- B. All volunteer information kept in area (pamphlets, resource lists) are kept neat and up-to-date. Agency job opening notices are to be posted. Current menus, children illness info & head lice polices are posted
- C. Are volunteers/parents present in center
- D. Criminal background checks are in a locked file for every parent on site
- E. Check to see if a wait list is maintained

7. Staff Observations:

- A. Are the Family Advocates in the office
- B. What are the Family Advocates working on

8. Newsletters

- A. Documation that newsletter is being written and sent to parents monthly
- B. In the newsletter infoemation being shared about upcoming events
- C. Parents are highlighted in the newsletter
- D. Monthly education themes are covered in the newsletter
- E. Caldendar of chidren's events

9. Follow up needed:

Site Manager _____
Family Advocate _____
Social Services Specialist _____
Area Coordinator _____
Director/Deputy Director _____